



Mayor and Council of Snow Hill
103 Bank Street, Snow Hill, Maryland 21863
410-632-2080 Phone 410-632-2858 Fax
www.snowhillmd.com

Stephen Mathews
Mayor

Alison Cook
Eastern District
Council

Latoya Purnell
Western District
Council

Jenny Hall
Central District
Council

Kelly Pruitt
Town Manager

MAYOR AND COUNCIL MEETING

TUESDAY, JANUARY 8, 2019
7PM

TRAIN STATION
200 BELT STREET
SNOW HILL, MARYLAND 21863

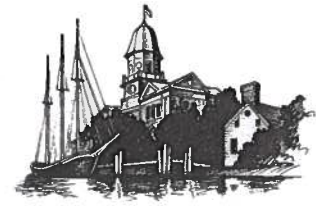
Comments or questions by audience members will only be heard during the Open Discussion segment of the meeting. If a specific concern or topic would like to be discussed, parties may submit a request with the nature of their concern to the Town Manager no later than the first Tuesday of the month. All requests will be reviewed by the Mayor and Council and parties will be notified if their requests are approved or denied.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; disrespectful or discourteous communication with the Mayor and/or Council members; or other acts that disturb, disrupt, or impede the orderly conduct of the Town Council meeting. A member of the audience engaging in such conduct shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting.

Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures.



**Mayor and Town Council Meeting
Agenda – January 8, 2019 7:00pm**



- 1. Salute to the Flag / Invocation**
- 2. Proclamation – School Choice Week**
- 3. Approval of Minutes**
- 4. Finance Report**
- 5. Town Manager Report**
- 6. Economic Development Report**
- 7. Code Enforcement Report**
 - Toy Town presentation
- 8. Public Works Report**
- 9. Water & Wastewater Report**
- 10. Museum Report**
- 11. Police Department Report**
- 12. Old Business**
- 13. New Business**
- 14. Comments from the Mayor**
- 15. Comments from the Council**
- 16. Comments from the Public**
- 17. Adjournment**

CLOSED – Legal (Attorney present)

Town Offices will be closed on Monday, January 21, 2019 for Dr. Martin Luther King, Jr.'s birthday

Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures. **This agenda may be subject to change.**

HAPPY★NEW★YEAR

PROCLAMATION

School Choice Week Snow Hill, Maryland

WHEREAS, all children in Snow Hill should have access to the highest-quality education possible; and

WHEREAS, Snow Hill recognizes the important role that an effective education plays in preparing all students in Snow Hill to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of Snow Hill; and

WHEREAS, Snow Hill is home to a several high-quality public schools in which parents send their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS, Snow Hill has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective education options.

NOW, THEREFORE, I, Stephen Mathews, Mayor of the Town of Snow Hill, do hereby recognize January 20-26, 2019 as Snow Hill School Choice Week, and ask all citizens to observe this week in recognition of our students and teaching professionals.

Proclaimed this 8th day of June 2017.

Stephen R. Mathews, Mayor

TOWN OF SNOW HILL, MARYLAND
Life on the River

TOWN MEETING

DECEMBER 11, 2018

A Regular Meeting of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station at 200 Belt Street on Tuesday, December 11, 2018 with Mayor Steve Mathews presiding and was called to order at 7:00pm.

PUBLIC OFFICIALS PRESENT

Mayor Steve Mathews
Councilwoman LaToya Purnell
Councilwoman Jenny Hall
Councilwoman Alison Gadoua

STAFF IN ATTENDANCE

Kelly Pruitt, Town Manager
Trish Goodsell, Asst. to the Town Manager
Jon Hill, Code Enforcement Officer
Jordy Kuczak, Economic Development/Events Coordinator
Randy Barfield, Public Works Director
Russ Harrison, WWTP Superintendent
Cindy Byrd, Museum Director
Tom Davis, Chief of Police

SALUTE TO THE FLAG / INVOCATION

Mayor Mathews called the meeting to order. The Pledge of Allegiance was recited, followed by the Lord's Prayer, led by Councilwoman Purnell.

OPENING COMMENTS

Mayor Mathews informed the audience that the matter of Toy Town would not be discussed, as he would not be taking comments or questions on the matter. He commented that there has been a Facebook post circulated that stated the town government was attempting to drive the Seaton's out of town. He clarified that this was not accurate. He advised that the town is currently working with the town attorney and the Seaton's attorney to resolve health/safety issues and they hope to come to a resolution in a timely manner.

Mayor Mathews stated that copies of an editorial by Edward Lee were available for the public, as well as a formal response from the town for anyone who wished to read and review.

MEETING MINUTES

A motion was given to approve the Town Meeting minutes for November 2018 by Councilwoman Hall and was seconded by Councilwoman Gadoua. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

FINANCIAL REPORT

A motion was given to approve the Finance Report for November 2018 by Councilwoman Gadoua and was seconded by Councilwoman Purnell. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

TOWN MANAGER REPORT

No questions or comments.

ECONOMIC DEVELOPMENT REPORT

Mrs. Kuczak asked the business owners to return the forms she distributed for the town's new website.

CODE ENFORCEMENT REPORT

Mr. Hill advised there is a Historic District Commission meeting scheduled for next Tuesday, December 18, 2018 at 5:00pm.

PUBLIC WORKS REPORT

No questions or comments.

WWTP REPORT

No questions or comments.

MUSEUM REPORT

Dr. Byrd thanked everyone who attended the holiday open house at the museum. She will report on this at the January town meeting.

POLICE REPORT

No questions or comments.

OLD BUSINESS

No old business.

NEW BUSINESS

1. Susanne Knudsen has offered to continue serving on the Board of Zoning Appeals.

A motion was given to reappoint Mrs. Knudsen to the Board of Zoning Appeals by Councilwoman Purnell and was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

2. Diana Nolte stated that she met with the Mayor, Councilwoman Gadoua, Councilwoman Purnell, and Mrs. Pruitt on separate occasions and asked each of them for one thing – to work things out. She stated that when she spoke on the issues of Toy Town she was told: it's not your problem; it's not your business; there is nothing in it for you. She stated that while she has always followed the guidelines and had no issues with Town Hall staff, people are now afraid of Town Hall. She advised that she is the chairperson for Main Street which is an important job and she is expressing "righteous anger" that will not go away.

Mayor Mathews responded that she referenced what people said to her and none of those things were said by him, adding she did not give names as to who made the comments.

Councilwoman Purnell addressed Mrs. Nolte, stating that when they met, she provided her with facts on the issues to which Mrs. Nolte responded she did not care. Ms. Purnell added that she is irritated that Mrs. Nolte agreed to speak with other business owners and attempt to work things out, only to hear continued chaos that filters back to Mrs. Nolte. Ms. Purnell stated she has a problem listening to Mrs. Nolte attack Town Hall.

Jill Odierno, legal counsel for the Seaton's was present and added that they had received a report from a company and the town's code official advising what needs to be done. She stated that the time frame given was unrealistic, especially during the holidays and that they were working on being able to address matters and keep the business open. She added that she believes the town council wishes this also.

Councilwoman Gadoua stated she is not interested in shutting down any businesses in town and asked Mrs. Nolte to use her point of never having a problem with Town Hall staff to weigh in with others. She also thanked her for her commitment to the Main Street program.

Business owner Lorissa McAllister suggested that while both parties have excellent representation, they may wish to consider mediation to resolve issues.

COMMENDATION – FOUR SEASONS

Mayor Mathews read a Commendation for Four Seasons Pizza, who purchased a new walker for a regular customer when they saw his current one was broken. Dean Perdue was present and thanked them for their kindness. The owner of the restaurant accepted the Commendation and advised that the delivery driver paid for the new walker personally and he commented that he enjoys working with the town.

COMMENTS FROM THE COUNCIL

1. Councilwoman Hall thanked everyone for attending.
2. Councilwoman Purnell came back and thanked Ms. McAllister for her suggestion and stated they are looking at all options.
3. Councilwoman Gadoua commented on The Dickens Weekend and said it was amazing and perfect for Snow Hill. She thanked all who were involved and the businesses who opened on Sunday.

COMMENTS FROM THE AUDIENCE

1. Cathy Freeman, resident on Purnell Street thanked the town for the recent demolition of blighted homes, especially in her neighborhood. She commended staff for sticking to the timeframe and the better appearance in these areas.
2. Edward Lee stated that the audience has copies of his editorial and he has been planning a community meeting for after the first of the year. He stated that it is time to come together as a community.

Mayor Mathews called for a motion to enter Executive Closed Session for potential or pending litigation issues. Councilwoman Gadoua gave a motion to enter closed session, which was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried. The Council adjourned the open session at 7:41pm.

CLOSED SESSION SUMMARY

Following a motion by Councilwoman Gadoua, seconded by Councilwoman Hall, the Council voted to meet in closed session at 7:41pm at the Train Station for potential or pending litigation, as permitted under the provision of Section 3-305 of the State Government Article of the Annotated Code of Maryland. Topics discussed, and actions taken included:

- The Council decided to hire new legal counsel for the matters of Toy Town Antiques & More

Mayor Mathews left Executive Closed Session at 7:59pm and re-entered into open session. No one was present.

ADJOURNMENT

A motion was given to adjourn the meeting by Councilwoman Hall and was seconded by Councilwoman Gadoua. A roll call vote was taken and the motion was passed. The results were 3 in favor; 0 opposed.

With no further discussion, the meeting was adjourned at 7:59pm.

Respectfully submitted,
Trish Goodsell, Assistant Town Manager

Financial Report January 8th, 2019		Prepared by Lounell Hamstead, Finance Manager			
<u>Banking Information</u>					December-18
Taylor Bank - General Fund				\$	1,257,211.97
Taylor Bank - Savings Fund				*	\$ 672,405.17
PNC Bank - Investment Acct. MGLIP				\$	1,857,430.76
First Shore Federal - CD				\$	137,484.54
2012 Series A Project debt				\$	167,815.64
Employee HRA				\$	37,474.00
Total in Bank Amount				\$	4,129,822.08
*HUD LOAN ACCOUNT				\$	51,547.64
<u>Collected Accounts Receivable-December 2018</u>					
<u>Utility/Administrative Receivables:</u>					
	Personal Property Tax- 2018			\$	26,246.33
	Water/Sewer Charges			\$	116,479.73
	Septage/Leachate			\$	23,108.43
<u>Planning/Zoning Receivables:</u>					
	Permits -Residential			\$	1,731.11
	Permits -Commercial			\$	220.00
	Hud Loan			\$	1,453.63
<u>County Funding Receivables:</u>					
	Real Estate Tax			\$	43,835.89
	Room Tax			\$	618.42
<u>Misc. Receivables:</u>					
	Redspeed			\$	3,900.89
	Bulk Trash Fees			\$	50.00
	Tower Rent			\$	75.00
	Collection Fees			\$	250.00
	DHCD Reimburse for Harvest M			\$	210.00
	NSF Fees			\$	25.00
	Carriage Rides			\$	373.20
	Police Fees			\$	5.00
	Mayor- GC Cancel			\$	100.00
	Parks,FH,Train Rentals,PNC			\$	450.00
	Overage Batch 3954			\$	3.10
<u>Grants:</u>					
	Gateway Park Grant- Docks			\$	16,907.00
Total Accounts Receivable:				\$	236,042.73

As of December 18	OUTSTANDING ACCOUNTS RECEIVABLES				
HUD LOANS					
SEPTAGE/LECHATE					
LOT ASSESSMENTS					
LANDLORD REG					
PP TAX					
WATER/SEWER					
TOTALS					
As of November 2018	County Billed Real Estate Taxes				
Open Balances	2018/19	2017/18	2016/17	2015/16	2014/15
	242,985.89	\$23,310.67	\$92.88	\$0.86	0.85
Originally billed					
	\$ 939,604.80				
Total Open	\$266,392.00				

*Town of Snow Hill
103 Bank Street
Snow Hill, 21863*



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Office: 410-632-2080*

TOWN MANAGER REPORT

**Submitted by Kelly Pruitt, Town Manager
January 8, 2019**

Rt 113 –Highway Work

The State Highway Administration will be detouring traffic through Town while the railroad crossing is repaired. The detour is planned for the weekend of January 11th. In the event of rain it will be rescheduled to the weekend of January 18th.

Byrd Park

The Town plans to apply for funding through Maryland's Community Resilience Grant Program for Phase 1, a formal assessment of flood events in the park and what can be done to reduce the risk to property and natural resources. It is anticipated that the funding request will open in mid-January.

Sustainable Communities Action Plan

The Sustainable Communities committee received a report from the meeting held with DHCD staff that outlines the town's strengths and weaknesses in the action plan. Members met to review their comments on January 3rd and continue to work to complete the update by the June deadline.

Budget Sessions

The Mayor and Council will be scheduling budget sessions for February 2019. Dates and times will be posted on the website and Facebook page.

General Election

The next General Election will be held on Tuesday, May 7, 2019. Candidate packets are available at Town Hall for anyone interested in running for elected office. This election will be for the seats of: Mayor, Central District Council, and Western District Council.

Anyone who needs to register to vote has until Friday, April 5, 2019 at the Worcester County Board of Elections.

Annual Audit FY18

TGM, the town's auditing firm is currently working to complete the annual audit for Fiscal Year 2018, which ended on June 30, 2018. TGM plans to attend the February 5th work session to review the audit with the Mayor and Council and present it again at the February Town meeting on the 12th.

Income Survey

The Town has contracted with Valerie Mann to perform an income survey to assist with eligibility for grant funding through DHCD. She will perform a survey of certain neighborhoods that will be presented to the State with grant applications to assist with paving projects.

Employment Opportunities

The Town currently has the following position(s) open:

- Police Officers – Full Time and Part Time

Holiday Closings

Town offices will be closed on Monday, January 21, 2019 for Dr. Martin Luther King Jr.'s birthday. Trash and recycling services will not be affected.

Grants - Pending Approval:

- Grant for relocation and construction of new bathrooms in Sturgis Park. \$250,000 pending approval from DNR Community Parks and Playground.
- State Aid for Police Protection - \$20,000 - \$25,000

Grants - Reporting:

Sustainable Communities Renewal – in progress - must be completed to retain eligibility of grant funding



Town of Snow Hill December Economic Development Report

Submitted by Jordy Kuczak
Economic Development/Event Coordinator

- ◆ Our new website is live, www.snowhillmd.com. Bear with us, we are still constantly working on adding information. We've had multiple meetings with Ann Hillyer (State Ventures) working out kinks.
 - Businesses, if you haven't submitted the form with your business information, please do so. I sent out the link again on Friday to the businesses who haven't registered.
 - Everyone please sign-up for e-news and alerts through this link below to get information sent to your email. We are planning on sending out a monthly newsletter within the next few months and want as many businesses and residents signed up to keep everyone up-to-date <http://snowhillmd.com/enews-and-alerts/>.
- ◆ We now have an updated business incentives sheet with tax incentives, potential grants, and loans.
- ◆ The Town and Chamber have decided to continue the Carriage rides for next year in December, we plan on doing two days (hopefully during Dickens Weekend, depending on the carriage company's availability).
- ◆ There have been a lot of businesses interested in properties on Green Street and around town, we are working diligently to provide information and offer assistance to them.
- ◆ I created the new 2019 event brochure, we are having it printed by Snow Hill Business Center and they should be in any day now.
- ◆ Worked on promo material for different publications including Shore Craft Brewery Guide, Eat, Drink, Buy Art, local radio stations, the town events calendar and multiple on Facebook.
- ◆ After many requests, I created an Instagram, follow [downtownsnowhill](#) to keep up with fun happenings displayed through photos.
- ◆ Conducted a downtown parking survey that was sent out to downtown merchants and property owners, see report attached.
- ◆ Snow Hill was chosen as an Opportunity Zone! This will provide tax incentives to investors seeking capital within the specified zone. The Governor has announcing the launch of an information exchange on January 3rd, which will have a section where properties can be promoted to investors. Call me if you have any questions about opportunity zones.
- ◆ Telamon, a non-profit who offers a range of services from career programs to housing assistance, has opened a satellite office on River Street in Snow Hill. A representative will be at a town meeting in the next few months to give a brief presentation.
- ◆ Met with Sandy Deeley and Walt Ellenburger, we have plans going for Return to Goat Island on June 22nd, 2019. It's going to be the biggest one yet due to the partnership with Operation Second Chance.



Town of Snow Hill Downtown Parking Survey

The Town of Snow Hill conducted a downtown parking survey through SurveyMonkey which took place from 12/10/18 - 12/23/18. The survey was sent out to 51 downtown merchants and/or property owners by email: of those 51, 25 responded. We will access the findings and take further action.

Key Findings are as follows:

- 1) Thirty-six percent of those surveyed are somewhat dissatisfied with parking Downtown, whereas thirty-two percent are somewhat satisfied.
- 2) Seventy-nine percent of those surveyed park in parking lots, whereas twenty-one park in front of their business/property.
- 3) Sixty-eight percent believe there is not adequate, easy-to-understand signage to help navigate parking in Downtown.
- 4) Sixty-four percent think we should not enforce ticketing for those who don't have a parking pass.
- 5) When asked if Downtown residents should have on-street parking spots during normal business hours (9am-5pm). There was a tie between yes, no fees should be charged to residents and no, residents should not have on-street parking, each getting forty-six percent of votes.
- 6) Fifty-two percent of those surveyed believe that this sign will help with parking.



The last question was the appropriate place for survey-takers to send their concerns/suggestions. We had 19 responses.

Do you have any additional comments regarding Downtown parking?

- Emphasize town parking lot. Provide golf cart shuttles from the parking lot. Signage for court parking and directions where to park when court is in session.
- These parking pass signs should not be posted or enforced. They will add stress to the already aggravated visitors trying to find parking. This will cause shoppers to have to walk (possibly several blocks) to receive and display a pass. Many passer-bys will not stop to browse the town shops if they have to receive a pass. They will simply keep driving. I believe making the parking lot behind the Blue Dog more prominent would do the best for parking in town at this time. Perhaps add more visible signage to direct shoppers to that lot for parking. A simple "shoppers park here! >>>" sign on Green St., Market St., and Washington St. would be great. Residents should be able to reserve a spot in front of their home, no charge. But leave all other street parking available to the public, without parking passes. Keep it simple and respectful of all shoppers, merchants, and residents. Business owners should be able to receive street parking with no 2-hour limit during business hours.
- I also feel it's important for business owners to be required to park in outlying parking lots. As far as enforcement, I think first offense should be a warning. There's got to be an easy way to keep track. Are these passes dated with the time too? So, the customer has to come to the business, get a pass, then go back to their car? And they can duck into the closest business to get a pass? I don't imagine widespread abuse, but would like discussion around how we can all use the same language to diplomatically question the motives of a parker we may suspect of gaming the system. Feels clunky. I don't have an alternative idea, but it's a place to start. I'd like to implement soon.
- At present there is always parking available downtown unless it is the 4th of July or Blessing of the Combines.

- I think if there was more or bigger signage to the back lot there wouldn't be such an issue. We tell all of our customers where the parking is if the business owners had that conversation on a positive note instead of a negative it may be better
- The most effective solution so far has seemed to be working with government agencies to get their staff to park in lots and not on the streets in the shopping district.
- It does not appear to me that parking is an issue. Snow Hill needs more reasons for people to come shop.
- I know there is no easy solution. We park in the lot off of East Green Street. It's sometimes a challenge when we are loading for art Shows because we have to park out front with the flashers on where there is no parking on East Green in front of our Gallery business). I'm a little concerned that parking violations which discourage people from shopping in the downtown area. If I lived in a flat in the downtown area, it would be troubling not to park in front of my residence. I don't think there is ever an easy solution, however I love to walk, so when I shop, I don't mind walking a few minutes from a parking lot.
- There is a huge parking lot in Snow Hill that very few people use. There are a number of potholes in the parking lot making it hard for people to walk. There is no signage (or noticeable signage) to direct shoppers. If it could be repaired, and add some trees or shrubs and lighting, it might entice potential shoppers. Downtown residents need their own special parking areas. The streets close to shops is not the appropriate location though. Nor is it appropriate for them to park in business parking lots. When the farmers market is open, that parking lot gets cramped. Many people pull in thinking they can park in the parking lot only to find they can't. They are backing out of that lot onto Market and one day someone is going to have an accident there and it will be the Town's fault. Maybe move them into the old firehouse or back to the rugged parking lot that no one uses.
- There are a few chronic violators who abuse our Green Street parking from the Public Defender's office. We should not make it harder to park...Just because we have a few inconsiderate people... Asking a customer to go back to their car... with a sticker IS AN INCONVENIENCE
- Business owners and employees should not park in front of their shops.
- Business owners and employees of downtown offices should park in municipal parking to allow more spaces for shoppers.
- We have adequate parking. We need better signage directing/suggestions to visitors about where to shop, dine
- I don't like merchants using parking places in front of their stores. It's very common and rude to fellow merchants who use the parking lot.
- A much simpler solution is to make all of the street parking in the downtown Business District 2hrs only. Put up signs that make that obvious. Then, give business owners warning tickets they can put on cars they see being parked all day, if that concerns them. After that, police can ticket "repeat offenders" if necessary. The whole business District on Green street is barely more than two blocks, and it is to the advantage of business owners to have visitors walk around a little, so that they also look into the shop windows of all businesses. Except perhaps for Flawless Cleaners, there's no need to have a customer parking spot immediately in front of one's shop. They (or any business needing one) can have a 15 minute loading zone. So, just do more to direct people to public parking lots. I have never heard of a visitor complaining about lack of parking. I would support creating a better entranceway leading from the lot behind the Blue Dog, into downtown. Currently there is only a narrow sidewalk. I would rather see the city invest in that corner garden now owned by Gary Weber, and make that an entranceway. Or, make that curving section of green street one way only, then narrow it and widen the sidewalk. Downtown Snow Hill is going to get most of its visitor business on weekends and there is always plenty of parking available then. If business owners are thinking that lack of parking space is why they aren't getting as many customers as they'd like Monday-Friday, they are mistaken. Permits and time tickets and so on only create more constant (perpetual) busy work and unpleasant enforcement situations. In other words, more stuff that somebody has to attend to. In the long run, that is not cost efficient, and has the potential of creating a bad or inconvenient experience for visitors. I would rather the city find a way to get money to raise the sidewalks a little so that businesses are wheelchair accessible, and then add more handicap parking spaces. I don't like merchants using parking places in front of their stores. It's very common and rude to fellow merchants who use the parking lot.
- Parking needs to be better monitored by the police.
- A large problem is the county employees parking in the downtown area instead of their own parking lots or the town parking lot. Stand next to M&T Bank and watch the county folks walking to their cars downtown.



Code Enforcement Report Town of Snow Hill

Submitted by Jon Hill, Code Enforcement Officer
Activity for December - through January 4th, 2018

<u>Permits:</u>	<u>Code Violations:</u>
Building permits issued: 9	Grass/Weeds:
General purpose permits: 0	Bulk/Yard Waste:
	Stop work orders: 1
<u>Inspections:</u>	Municipal infractions:
	Zoning violations:
Footing/Stake Out inspections: 2	
Foundation inspections:	
Sheathing/Insulation inspections: 1	
Final inspections:	
Rental inspections:	
Site inspections: multiple	

Historic District Commission

Meeting Held 12/18/2018 5:00pm

App. #1 – Synepuxent Company, Façade Renovation 102,104,106,108

Pearl Street – Status Approved

App. #2 – Worcester County Developmental Center, 203 E. Market Street, installation of a wheelchair ramp, Status Approved

App. #3 – 204 E. Federal Street, Replacement Windows, Status Approved

Firehall Meeting Room

Planning Commission

No Meeting Held

Train Station Meeting Room

Board of Appeals

No meeting scheduled

DEPARTMENT OF PUBLIC WORKS



MONTHLY REPORT

Public Works, Water and Wastewater

Activity: December 1-31, 2018

Services:

- Trash collection totaled 62.07 tons
- Recycling collection totaled 4.15 tons
- Sweeper dirt collected totaled 23.37 tons
- Yard waste collected totaled 10.99 tons
- Sewer issues corrected - 0
- Water issues corrected – 1 Christmas Day
- Miss Utility locates = 6

Events:

- No events for end of year

Respectfully submitted by Randy Barfield, Public Works Director

Town of Snow Hill

Water & Wastewater Report

December 2018



Water Department:

- ❖ 6.1039 million gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 33,400 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 1,020 MDE required Water Quality Monitoring tests were performed by Town personnel.
- ❖ 2 monthly Drinking Water Coliform tests were collected by Town staff and tested by the contract lab, Ocean City Lab Services. All were negative for presence of coliform bacteria.
- ❖ Daily checks were performed on all three of Town Community wells and on the Non-community well serving the McDonald's/Duck Inn area.
- ❖ Water Department personnel spent two work days at the end of the month reading meters for the Town's billing department.
- ❖ Daily Log Books, Monthly Operating Reports and test results are available for inspection at the Wastewater Treatment Facility.
- ❖ Semi-Annual Water Withdrawal Report was completed and submitted to MDE

Wastewater Department:

- ❖ 13.4325 million gallons of wastewater was treated this month.
- ❖ 592 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 108 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 162,867 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 99,835 gallons of Leachate from Worcester County Landfill were received and treated at the Wastewater Treatment Facility.
- ❖ No Leachate was received from the Accomack County Landfill.
- ❖ All three lift stations were checked daily.
- ❖ 34.96 tons of Biosolids were produced by dewatering and removed from the Wastewater Treatment Facility to the Worcester County Landfill.
- ❖ All monthly preventive maintenance was performed by Town operations staff for the month.
- ❖ Daily Logs and Monthly Operation Reports are available at the Wastewater Treatment Facility Office for inspection.

**Director's Report
Julia A. Purnell Museum
December 1-31, 2019
Dr. Cynthia Byrd**

The museum continues to be open through the winter, with hours from 10am-4pm Tuesday through Saturday and 1-4pm on Sunday.

Events

The museum held its annual Holiday Open House on First Friday, December 7 from 5-8pm with attendance of approximately 40 people throughout the day.

Collections

The museum was given a mid-century memory jar created in our region in the African American tradition of saving the trinkets of a deceased love one and applying them to a jar or bottle as a family keepsake. This piece is an outstanding example of this form of American folk art.



Exhibits

Museum staff completed the museum's annual holiday exhibit of vintage and antique toys and decorations, which will remain on display throughout the winter season. This year's display includes a special exhibition of antique bicycles from the 1930s and 1950s to complement the ca.1900 penny farthing in the museum's permanent collection.

Research continues for an exhibit on local woodworking and architecture traditions planned for the spring, with a panel presentation and workshop series to follow. This programming will be supported by a grant from the Maryland Heritage Areas Authority. Information gathered during this project will be used in the museum's upcoming book on Snow Hill's history and culture. Local woodworkers and their descendants who are willing to be interviewed and featured are encouraged to contact the museum.

Publications

Museum staff have continued research on the new publication, sponsored by the town of Snow Hill, on the history and traditional culture of the town and surrounding areas. Community members with stories, documents, artifacts, or photographs to share are encouraged to contact the museum. We

want to include topics such as farm and family life, the canneries, working the water, recreation, arts and crafts, tools, buildings, and architecture, local industry, prominent or memorable citizens, good stories, and all other aspects of historic and traditional life in Snow Hill and the surrounding areas. Please refer comments, suggestions, and tips to Linda Duyer at the Purnell Museum.

Our historic children's book, *In Make-Believe Land* by Julia Hartmann Shockley, is still in stock and available for purchase at the museum (\$15.00) and online at Lulu.com (\$17.95). Note that books purchased at the museum are discounted and come with a one-year membership for new members.

Community Outreach

Dr. Byrd attended the board meeting of the Lower Eastern Shore Heritage Council in Crisfield on December 12. On December 13, she attended the Chamber of Commerce/Business After Hours event at the Ward Museum in Salisbury. These meetings and events help promote the museum and its programs to potential visitors and collaborators outside of our immediate community.

Museum staff participated in Berlin's New Year's Eve event to promote the museum and to help raise funds for the Lower Eastern Shore Heritage Council, which sponsors many of the museum's programs and exhibits.



SNOW HILL POLICE
Chief's Monthly Report
December 2018

Events/Meetings Attended

- 2nd – Attended "Charles Dickens Christmas"
- 3rd – Attended Sheriff Crisafulli investiture
- 3rd – Snow Hill Christmas Parade
- 12th Crisis Response Team Committee Meeting
- 13th Parade for cancer-stricken student of Snow Hill Elementary School. Chief and two officers participated.

Administrative

- Prepared for town parade; Allied personnel from WCSO, Berlin, Pocomoke, MSP, S.H. Fire-Police
- Continued processing police applicant: arranging various testing phases, acquiring equipment, preparing MPTC Report;
- Held seven Receptionist interviews Dec 10 & 11. Receptionist hired; start date Jan 7
- Police Academy applicant confirmed for hiring Jan.2 and Academy Jan 4.

Patrol

- Chief: 28 patrol hours

Community Issues

- November Council Meeting - Bay St. complaints about school bus and speeding violations. RADAR used along with discreet patrol vehicle location. No school bus violations observed in the weeks since; multiple/regular patrols. Mostly minor speeding violations; drivers stopped and issued warnings or citations.
- Washington St speed 200 block. RADAR enforcement utilized. Very few vehicles speeding; few stopped and issued warnings.
- Market St complaint on 12/10: 19 stops mostly warnings and some citations.
- Bay St. School bus violation reported by citizen to Sheriff's Office. Bus driver did not report nor did County Transportation. We monitor busses daily.

COMMUNICATIONS

Committed Hours by Nature

Agency: SHPD, Event date/Time range: 12/01/2018 00:00:00 - 12/31/2018 23:59:59

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
SHPD	ABUSE ABANDONED NEGLECT	1	1	0000:41:59	0000:41:59
	ACCIDENTS VEHICLES PD	4	4	0003:01:10	0000:45:18
	ALARMS BURGLAR	8	8	0001:52:50	0000:14:06
	ANIMAL COMPLAINTS	5	5	0002:29:22	0000:29:52
	ASSISTANCE TO OTHER	13	14	0004:47:25	0000:20:32
	AUTO THEFT	1	1	0000:00:12	0000:00:12
	BURGLARY	1	1	0000:22:00	0000:22:00
	CHECK WELFARE	11	11	0003:27:32	0000:18:52
	DISORDERLY	3	4	0001:05:14	0000:16:18
	DOMESTIC COMPLAINTS	7	7	0001:46:01	0000:15:09
	ESCORT	1	1	0000:03:16	0000:03:16
	FRAUD	3	3	0002:03:41	0000:41:14
	HARASSMENT	4	4	0002:23:11	0000:35:48
	INFO	8	8	0007:39:58	0000:57:30
	LOST PROPERTY	1	1	0000:05:53	0000:05:53
	MALICIOUS DESTRUCTION OF PROP	1	1	0000:24:48	0000:24:48
	NON TRAFFIC MILES CJIS CHECKS	7	7	0000:19:02	0000:02:43
	PAPER SERVICE	6	6	0002:55:13	0000:29:12
	PATROL CHECK	119	119	0015:00:38	0000:07:34
	PREMISE CHECK	149	149	0025:29:59	0000:10:16
	PSYCHIATRIC SUICIDE ATTEMPT	2	2	0003:46:29	0001:53:15
	RECOVERED PROPERTY EXCEPT AUTO	2	2	0000:33:15	0000:16:38
	SUPPLEMENTAL INVESTIGATION LAW	4	4	0004:11:45	0001:02:56
	SUSPICIOUS PERSON VEHICLE	15	15	0001:40:14	0000:06:41

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
	THEFT	7	8	0004:41:04	0000:35:08
	TRAFFIC COMPLAINTS	1	1	:	:
	TRAFFIC DETAIL	9	9	0005:47:59	0000:38:40
	TRAFFIC STOP	18	18	0002:19:48	0000:07:46
	TRANSPORTS OOC IN STATE	1	1	0000:09:32	0000:09:32
	VEHICLE LOCKOUT	3	3	0000:44:06	0000:14:42
	Sub-Totals for No Summary Code	415	418	0099:53:36	0000:14:20
	Sub-Totals for SHPD	415	418	0099:53:36	0000:14:20